



Department: Department Of The Interior

Agency: Office of the Secretary of the Interior

Job Announcement Number:
OS-07-01-SES

Overview

Deputy Special Trustee-Trust Services

Salary Range: 109,808.00 - 165,200.00 USD per year

Open Period: Monday, November 13, 2006 to Friday, January 05, 2007

Series & Grade: ES-0340-00/00

Position Information: Full-Time Permanent

Promotion Potential: 00

Duty Locations: 1 vacancy - Albuquerque, NM

Who May Be Considered:

Applications will be accepted from US Citizens.

Job Summary:

THIS POSITION WAS PREVIOUSLY ADVERTISED UNDER ANNOUNCEMENT OS-06-07-SES. IF YOU PREVIOUSLY, APPLIED FOR THIS POSITION, YOU MUST SUBMIT A NEW APPLICATION PACKAGE.

Are you interested in joining -

- An agency whose responsibilities include effective management of, and accountability for, Indian fiduciary trust funds in excess of \$3 billion?
- An agency whose mission includes protecting and preserving America's special places, such as the Statue of Liberty, Yellowstone National Park, or the Grand Canyon?
- An agency whose responsibilities touch the lives of all Americans, and contributes to the Nation's environmental quality, economic vitality, and the well-being of communities, including those of Native Americans, Alaska Natives and affiliated Islanders?

The Department of the Interior has a multifaceted mission that combines natural resource protection, recreation, natural resource use, proper discharge of the Secretary's trust management responsibilities to Indian Tribes and individual Indians, services to communities and individuals, and biological and earth sciences. We are seeking individuals who share a passion for our country's most valuable resources and a commitment to accomplish our exciting and

challenging mission.

The Department of the Interior:

- Manages one in every five acres of land in the United States.
- Operates more than 800 dams and irrigation facilities.
- Oversees water projects that irrigate lands generating 60 percent of our Nation's vegetables.
- Manages lands and waters that generate one-third of the Nation's domestic energy supply.
- Undertakes research and provides scientific information to advance our knowledge of our surroundings.
- Works with States to restore abandoned mine land sites and protects communities.
- Manages 388 national park units and 542 wildlife refuges.
- Employs over 75,000 individuals at approximately 2,400 locations across the United States, Puerto Rico, U.S. territories, and freely associated states who work with thousands of state, local, and public interest groups to help cities and towns address their natural resource needs.

Key Requirements:

- U.S. Citizenship

Duties

Major Duties:

The Deputy Special Trustee – Trust Services is responsible for fiduciary financial accountability within the Office of the Special Trustee for American Indians and provides staff leadership, executive management, direction and supervision to administer the organization-wide programs related to fiduciary accounting, investment, reporting and reconciliation activities. Is responsible for organizational reengineering which requires motivating and building a highly effective workforce within a dynamic and demanding environment. Advises the Special Trustee and Principal Deputy Special Trustee on all financial trust asset management activities. Represents the Special Trustee and the Department of the Interior through liaison activities within DOI to the Bureau of Indian Affairs, the Minerals Management Service, the Bureau of Land Management, and the Office of Hearings and Appeals and outside DOI to other Federal agencies, Indian Tribes, and individual Indians affected by fiduciary trust laws and policies. Provides executive leadership for the development and execution of trust funds policy, processes, plans and daily operations. Provides executive leadership in, and is accountable for, the development of an effective management system which includes internal controls to ensure that all Indian trust funds are accurately accounted for, properly invested, and appropriately disbursed. Provides program and managerial direction, leadership, and professional expertise to achieve DOI goals and objectives through two subordinate organizations – Office of Trust Funds Management and Office of Trust Reporting

and Reconciliation.

Qualifications and Evaluation

Qualifications:

We are looking for an individual with a proven track record of working with executive teams; who possesses strong communication and interpersonal skills; who has a strategic understanding of and extensive experience in generally accepted fiduciary trust principles; and who has demonstrated comprehensive knowledge in the design/implementation or modernization of large automated fiduciary trust accounting systems ensuring accurate accounting, effective investment, and correct/timely disbursement of trust funds. Accounting, trust, and investment certifications are desired. Also desired is an individual with in depth experience in large organizational reengineering and with comprehensive experience in motivating and building a highly effective workforce within a dynamic and demanding environment.

You must clearly show that you possess the experience, knowledge, skills and ability to perform the duties of an executive. To be considered for this position, all applicants **must** address each of the technical qualifications listed below.

Unless you are currently serving under a career Senior Executive Service appointment, are eligible for reinstatement into the Senior Executive Service, or have successfully completed a Senior Executive Service Candidate Development Program approved by OPM and been certified by OPM, you **must** submit a narrative statement covering each of the Executive Core Qualifications listed below. Your examples should be clear and concise, and emphasize your level of responsibilities, scope and complexity of programs managed, program accomplishments with results of your actions, policy initiatives and level of contacts. **EACH TECHNICAL QUALIFICATION AND EACH ECQ MUST BE ADDRESSED SEPARATELY.** The narrative addressing ECQ's **must** follow the format provided at http://www.opm.gov/ses/pdf/SES_Quals_Guide_2006.pdf (Adobe Acrobat required) OR YOU WILL NOT RECEIVE CONSIDERATION. Narrative statements **may not exceed 2 pages for each individual technical and each individual ECQ.** IF YOU EXCEED THESE LIMITS YOU WILL NOT BE CONSIDERED.

Technical Qualifications:

1. Comprehensive knowledge in the design and implementation or modernization of several large automated fiduciary trust accounting systems in order to ensure accurate accounting, effective investments, and correct and timely disbursement of trust funds.
2. Authoritative knowledge of generally accepted fiduciary trust principles.
3. Accounting, trust, and investment certifications (desired).

Executive Core Qualifications:

ECQ 1 - LEADING CHANGE: You must have demonstrated an ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

Leadership Competencies: Creativity & Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision

ECQ 2 - LEADING PEOPLE: You must demonstrate the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

Leadership Competencies: Conflict Management, Leveraging Diversity, Developing Others, Team Building

ECQ 3 - RESULTS DRIVEN: This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

Leadership Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility

ECQ 4 - BUSINESS ACUMEN: This ECQ involves the ability to manage human, financial, and information resources strategically.

Leadership Competencies: Financial Management, Human Capital Management, Technology Management

ECQ 5 - BUILDING COALITIONS: This ECQ involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

Leadership Competencies: Partnering, Political Savvy, Influencing/Negotiating

FUNDAMENTAL COMPETENCIES: The following competencies are the foundation for success in each of the Executive Core Qualifications: Interpersonal Skills, Oral Communication, Integrity/Honesty, Written Communication, Continual Learning, Public Service Motivation

You must be a U.S. citizen to qualify for this position.

You will be required to make occasional travel.

How You Will Be Evaluated:

Applicants who meet all the mandatory executive and technical qualifications will be evaluated by a panel of SES members to determine the degree to which they possess each of the listed qualifications. This evaluation will determine which applicants are best qualified. Total background, including experience, education, awards, self-development, and training will be reviewed. This information will be obtained from the application package, including the required narrative statements for the technical and Executive Core Qualifications described above.

Benefits and Other Information**Benefits:**

Pay is only part of the compensation you will earn working for the Federal Government. We offer a broad array of benefits programs and family friendly flexibilities to meet the needs of you and your family. Here are some highlights. Look for additional information along with links to pages that spell out the details below at <http://www.usajobs.opm.gov/ei61.asp>.

Our health insurance program is a nationally recognized model that offers you choice and flexibility along with a substantial employer contribution to premiums. And you can pay your share of premiums as well as your out-of-pocket costs with pre-tax dollars.

Our leave policy provides ample time off to take care of your personal, your recreational and your health care needs. In addition to 10 paid holidays every year, you will accumulate 13 days of sick leave each year along with 26 vacation days.

In addition to these programs that we know will be of interest to you right now, the Federal Government recognizes the need for income replacement and income support benefits down the road.

Our 3-part retirement program includes a social security benefit, a 401(k) type plan, and a defined benefit component based on years of employment and salary history.

In addition to retiree health insurance benefits under the FEHB Program, you also will be eligible for Medicare.

You will be able to choose among several options for life insurance coverage for both you and your family members.

We offer the largest group long-term care insurance program in the country. As a new employee, you may be eligible to enroll by answering just a few simple questions. And you can tailor your benefits package to your own needs.

Other Information:

The applicant selected for this position will be required to file a Financial Disclosure Report, SF-278, and the supplemental form, Confidential Statement

of Employment and Financial Interest, DI-278. All forms must be filed within 30 days after the selection for this position.

The sensitivity level of the position requires completion of a successful background investigation of the selectee. Prior to appointment, all applicants tentatively selected for this position may be required to submit to urinalysis to screen for illegal drug use.

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring authority directly. Determination on requests for reasonable accommodation will be made on a case-by-case basis.

Legal and Regulatory Guidance

Social Security Number – Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number on your application will result in your application not being processed.

Privacy Act – Privacy Act Notice (P.L. 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

Selective Service – If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

How to Apply

How To Apply:

All applicants must submit the following in order to receive consideration for this position:

1. A resume **OR** Optional Application for Federal Employment, OF-612. You

should include the following information:

- Vacancy announcement number OS-07-01-SES.
- Full name, mailing address, and day and evening telephone numbers
- Social Security Number
- Educational information, including the name, city and state of colleges or universities you attended, as well as the type and year of any degrees received
- Information about your paid and nonpaid work experience related to this position including:
 - Job title (include series and grade if Federal job)
 - Duties and accomplishments
 - Employer's name and address
 - Supervisor's name and phone number
 - Starting and ending dates of employment (month and year)
 - Salary
 - Indicate if we may contact your current supervisor
 - Information about honors, awards, and special accomplishments

2. A narrative statement addressing each of the Executive and Technical Qualifications – experience (paid and unpaid), education, training, awards, and/or self-development activities as related to each. Each technical qualification and each ECO must be addressed separately. The narrative addressing ECO's must follow the format provided at http://www.opm.gov/ses/pdf/SES_Quals_Guide_2006.pdf (Adobe Acrobat required) OR YOU WILL NOT RECEIVE CONSIDERATION. Narrative statements may not exceed 2 pages for each individual technical and each individual ECO. IF YOU EXCEED THESE LIMITS YOU WILL NOT BE CONSIDERED.

3. Graduates of approved SES Candidate Development Programs must include a copy of the OPM certification of eligibility and a narrative statement addressing only the technical qualifications.

4. Current or former SES members must submit documentation of their SES status and a narrative statement addressing only the technical qualifications.

5. If a current Federal employee, a copy of a recent SF-50, Notification of Personnel Action, that indicates Federal status, grade, tenure, and type of

service.

6. A copy of your most recent annual performance appraisal (from either the Federal or private sector).

7. Candidates are requested to complete the DI-1935, Applicant Background Survey, on a voluntary basis. Information will be used solely to review compliance with Federal law. Failure to complete this form will not affect consideration. The form can be found online at <http://www.doi.gov/diversity/di1935.htm>.

How to submit your application:

You must submit your application so that it will be received by 5 pm EST on the closing date of the announcement. Your application may be hand-delivered, mailed or faxed to:

Minerals Management Service

Human Resources Office

1849 C Street, NW, MS-5540

Washington, DC 20240-0001

Telephone: 202-208-6702

Fax: 202-219-0148

If you mail your application, we recommend that you call the MMS Human Resources Office at 202-208-6702 **prior to the closing date** to confirm receipt. Telephone inquiries about this announcement also may be directed to the MMS Human Resources Office.

Applicants are reminded of the legal prohibition of submitting applications in postage-paid Government envelopes.

Contact Information:

Michelle Rabuck

Phone: (202) 208-6702

Fax: (202) 219-0148

Or write:

Department of The Interior

1849 C Street, NW, MS-5540

Washington, DC 20240

US

Fax: (202) 219-0148

What To Expect Next:

We will conduct a qualifications evaluation of applicants who supply all requested material. Qualified applicants will be rated and ranked by a panel. Best qualified candidates will be referred to the selecting official for further consideration and possible interview. You will be notified of the outcome after approval of the selectee by our Executive Resources Board.

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**Send Mail****Send Mail to:**

Department of The Interior
1849 C Street, NW, MS-5540
Washington, DC 20240
US
Fax: (202) 219-0148

**Questions?****For questions about this job:**

Michelle Rabuck
Phone: (202) 208-6702
Fax: (202) 219-0148

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